



# Non-Merit Job Vacancy Announcement

## YOUTH WORKER SUPERVISOR

<b>Pay Grade:</b>	<u>11</u>	<b>Position Type:</b>	<u>Full Time</u>
<b>Salary or Range:</b>	<u>\$13.581/hour - \$17.990/hour</u>	<b>Work Schedule:</b>	<u>Sunday - Saturday</u>
<b>FLSA Designation:</b>	<u>Exempt</u>	<b>Work Week:</b>	<u>40 Hours</u>

**Agency:** Department Of Military Affairs - Appalachian Challenge Academy  
**Work Address:** 465 Grays Drive, Grays Knob, KY 40829  
**Work County:** Harlan

### AGENCY COMMENTS:

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r ).

### DESCRIPTION OF JOB DUTIES:

Supervises Youth Workers on multiple shifts, conducts primary supervision of cadets and staff on a given shift and performs other duties as assigned; supervise, evaluate and train cadre assigned to working during incumbents shift; recommends hire and dismissal actions for cadre and subordinate staff; coordinates staff training; performs primary performance counseling for cadets and records data; supervise all cadet activities for a 10 hour shift on a four day schedule; follow up on and inspect cadre and cadet chain of command to ensure all planned activities normal; conducts initial cadet discipline and recommends dismissal actions with cadets; conducts primary counseling and cadet/parent conferences for those dealing with issues and claims about going home; calls and coordinates with all cadet centric adults and family; monitors and directs data entry actions by staff and cadets; prepares cadet and platoon performance reports as required; monitor all staff activities, uniforms and cadet interactions to ensure policy and procedures are consistent with National and Academy goals; serves as secondary member of the Academy Management Team; performs other duties as assigned.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have two years of experience in the supervision and care of young adults (ages 12-21) in a residential, correctional, group home, detention or day treatment program.

Substitute EDUCATION for EXPERIENCE:

Successful completion of the Department of Juvenile Justice Training Academy or equivalent training program approved by the Commissioner of the Department of Juvenile Justice will substitute for two years of the required experience.

**Substitute EXPERIENCE for EDUCATION:**

Experience in the supervision and care of young adults (ages 12-21) in a residential, correctional, group home, detention, military or day treatment program will substitute for the required education on a year-for- year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess and maintain a valid driver's license prior to appointment in this classification. Must maintain a valid driver's license for length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains a valid driver's license.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 10/17/2016 )**

[Posted on: 10/8/2016 ]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Crystal Simpson before the closing date listed on the job announcement.

\*\*\*\*Applicants will NOT apply online through the COS website.

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

**Contact Name:** Crystal Simpson

**Contact Method:** 502-607-1541 or  
crystal.l.simpson10.nfg@mail.mil

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

